**2019-20 INDIVIDUAL PROJECT PROPOSAL**

**Please submit to International Service Committee Co-Chairs**

**Sarah Weaver (sarah.weaver@weaverlaw.net) and Sarah Mackay (sarah.mackay@dalecarnegie.com)**

**Project Name**:

**Project Advocate Name**:   **Email**:

**☐Single Year Project ☐Multi Year Project ☐Carry Forward Project**

**Total Amount (or Amount of Carry-Forward) Requested: $**

**TOTAL Project Budget: $**

**We are seeking matching funds for this project from (include amounts in funding budget table)**:

**☐**Rotary District 5030

**☐**Rotary Club(s) of

**☐**The Rotary Foundation

**☐**Third Party or NGO

**☐**Other

**Focus Area**:

**Community Need**:

**Project Description**:

**Project Implementation Timeline (planned start & end dates for expenditure, major activity timing,)**:

**Project Impact**:

* **Who will benefit**:
* **Describe how they will benefit**:
* **Number of direct beneficiaries**:
* **Describe how the beneficiaries are involved**:
* **Describe how the benefits be sustained over the long-term**:

**Roles of Lead and Partner Club Rotarians**:

**Roles of NGO and/or other Cooperating Partners**:

**BUDGET DETAIL**

Please supply two budgets if applying for a district Match, showing budget with and without match.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detailed Expense Budget** |  |  | **FUNDING** |  |
| **Expense Category** | **Amount** |  | **Sources of Funding** | **Amount** |
|  |  |  | **SRSF Grant Request** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **District 5030 Grant (if any)** |  |
|  |  |  | **The Rotary Foundation Grant (if any)** |  |
| **TOTAL** |  |  | **TOTAL** |  |

**Other Documents Required:**

* **Commitment Letter(s) Host Country Rotary Club Sponsor(s)**
* **Commitment Letter(s) from NGO Partners and/or Cooperating Organization** (if any)

**PROJECT OVERSIGHT RESPONSIBILITY**

**Lead Advocate**:    **Email:**

**Partner Club**:    **Advocate**:    **Email:**

**Partner Club**:    **Advocate**:    **Email:**

**Partner Club**:    **Advocate**:    **Email:**

**ISC Committee Addendum to Individual Project Grant Proposal**

**Detailed Explanation**

**A. EVALUATION CRITERIA:**

**Amplify the summary statements of the first page detailing these items in this sequence.**

**Explanations of these criteria can be found below.**

1. HOW THE PROJECT HAS A LONG-LASTING IMPACT AND IS SUSTAINABLE BY THE BENEFICIARIES.
2. TOTAL PROJECT COST AND COST PER BENEFICIARY.
3. PROJECT IMPACT ON BENEFICIARIES LIFE, HEALTH & EDUCATION AND ECONOMIC WELLBEING.
4. PROJECT MANAGEMENT, OVERSIGHT, ACCOUNTABILITY AND PARTNERSHIPS.
5. PROJECT LEVERAGE MUTIPLIER OF SEATTLE #4 FUNDING.
6. HOW SEATTLE 4 FUNDING OF THE PROJECT PLAYS A CATALYTIC ROLE IN ITS IMPLEMENTATION.
7. NAMES OF MEMBERS OF SEATTLE #4 INVOLVED & THE EXTENT OF THEIR PARTICPATION.

**B. Additional Documents May be Required (BEYOND THE 8 PAGE LIMIT)**

**If the Project is administered by a Nonprofit Organization:**

* A copy of the applicant organization's 501c(3) determination letter or proof of NGO status (if not US based),
* Cover letter from applicant organization signed by authorized official (chief executive &/or board chair.
* Commitment letters from principal cooperating partner organizations.

**If the Project Involves Rotary Matching Funds:**

For matching grant projects, a copy of the proposed grant submission to R.I. (Global Grants) or the District Grant Proposal Form (District Grants) must also be included. Please note that three Rotarian names and contact addresses from a sponsoring Rotary Club and the local Rotary Club overseeing the project are required in a Global Grant application.

**ISC Checklist for Grant Request Preparer & Advocate**

* 1. ***Does the application meet ALL of the following essential requirements?***
     + Has a Seattle #4 ISC member as its Advocate.
     + Is submitted by the application deadline.
     + Is presented in the required ISC application format and does not exceed 8 pages in length (excluding attached letters) in a print size not smaller than 10 point font.
     + Addresses one of the six (6) R.I. focus areas for humanitarian grants:
     + Peace & conflict resolution
     + Disease prevention & treatment
     + Water & sanitation
     + Maternal & child health
     + Basic education & literacy
* Economic & community development.
  + - Improves health, education and/or economic well-being of beneficiaries.
    - Specifies number of project beneficiaries (minimum of 6 required).
    - Includes cover letter from applicant organization signed by authorized official (chief executive and/or board chair).
    - Includes commitment letters from principal cooperating partner organizations.
    - Includes a copy of the applicant organization’s 501c(3) determination letter or other proof of NGO status, if not US-based.
  1. ***Is the budget presented in adequate detail?***
     + Indicates specific amount requested from Seattle #4/SRSF.
     + Provides adequate detail to determine how SRSF funds will be expended.
     + If the grant requested is one component of a larger project, the total project budget is presented.
     + Lists other contributions (cash and/or in-kind) requested or received from other donors or partner organizations related to this project.
  2. ***Special requirements for matching grant projects***
     + Projects seeking matching funds from the Rotary District and/or Rotary International require that a TRF matching grant application has been submitted to the District 5030 or, in the case of a District Grant, that a District Grant Proposal Form (on last page of Handbook) is attached to the SRSF project proposal.
     + Submitted projects must have all fundamental requirements included prior to the grant submission deadline. Early submissions are recommended so that Evaluation Subcommittee members have the opportunity to read the Grant Request and point out any omissions prior to the deadline date.

**ISC Grant Request Criteria & Evaluation Process**

**Mission Statement**

1. To participate in international projects that positively impact the health, education and welfare of less advantaged people, with emphasis on youth.
2. To cooperate to the maximum possible extent with other Rotary Clubs in achieving I. and with clubs in the beneficiary country to assure accountability.
3. Enable the personal participation in the projects we undertake by the largest possible number of Seattle 4 Rotarians.

**ISC Preferences:**

* All projects must have sufficient scale to provide worth and sustainability.
* Projects should be nondenominational and must not involve the promotion or teaching of religion. To assure this, faith-based organizations should clearly identify the use of the grant funds for the project in a manner that is distinctly separate from any activities promoting religion.
* Projects are preferred that involve multiple (or more than one) Seattle 4 members.
* Projects are preferred that do not commit us to more than one year of investment
* Seattle 4 Rotarian travel to coordinate and/or develop project proposals may be funded as part of a District Grant proposal.

**Grant Request Requirements:**

* See list of Essential Requirements in “*ISC Checklist for Grant Request Preparer & Advocate*” above
* Formal grant proposal in ISC format must be received by **February 28, 2019**
* Partnership with a Rotary club in the host country (for exception see point 4 below in Evaluation Criteria “*4. Project participation, oversight and accountability”*

**Evaluation Subcommittee Procedures:**

Each Advocate will be invited by the Evaluation Subcommittee to discuss their project’s tentative evaluation score and provide additional information to the Subcommittee for their consideration. Any Evaluation Subcommittee member who is an Advocate will recuse her/himself from the meeting while his or her project is reviewed.

**Evaluation Criteria& Importance (Value)**

Each of seven criteria will be evaluated on a 5 point scale. They vary in importance and are more fully described below. To reflect these differences, the 1-5 point scores a proposal receives for each will be multiplied as follows:

**1. Project has a long-lasting impact and is sustainable by the beneficiaries. (x 4.0)**

**2. Project oversight and accountability and partnerships. (x 2.5)**

**3. Project impact is maximized for cost. (x 2.0)**

**4. Project impact is maximized for value. (x 2.0)**

**5. Funding leverage through matching grants (x 2.0)**

**6. Seattle #4 has a catalytic role (x 2.0)**

**7. Seattle #4 members are involved in the project. (x 2.0)**

**Total maximum points 82.5**

**Evaluation Criteria and Questions that may be asked of Advocates**

1. **The project has a long-lasting impact and is sustainable by the beneficiaries**

* Sustainable projects (a) have a lasting impact on the beneficiary communities and individuals; (b) meet a priority need of the beneficiaries; (c) involve beneficiaries in project planning and implementation, including monetary and/or in-kind contributions as well as operating management/oversight by local community institutions; (d) have a plan to provide the resources necessary to operate the project/activity over the long run; (e) do not pose undue risk of failure during the implementation phase; and (f) often replicate projects and methods that have proven successful elsewhere.
* The level of effort by beneficiaries in support of the project will be considered as part of the impact and sustainability evaluation.
* Sustainable projects also consider increasing opportunities and resources for disadvantaged people. Increasing resources and involving disadvantaged people can impact the sustainability factors listed above including having a long lasting impact on the community, involving beneficiaries in the planning, successful operate over the long run and avoiding an undue risk of failure. The targeted groups should reflect the demographics of the community (gender, ethnic minority, age, and economic status) or strata that are demonstrably disadvantaged. Exceptional situations will be considered if clearly justified in the application.

Questions that may be asked of Advocates:

* If the beneficiaries do not represent the community as a whole (e.g. male, female; ethnic composition; selection by age, etc.) please explain why.
* Why is this considered a priority need?
* How is the target population involved in the project?
* How can the impact of the project be measured?
* If the project is a construction project, how will the building be maintained?
* If the project involves providing equipment and or technology, how will it be serviced (preventive maintenance and breakdown service)?
* If the project involves supplies (including medications and vaccines), what will happen when they run out?
* How do the selected beneficiaries reflect the demographics of the community served? If not, please explain why?
* Have you considered the risk points along the implementation of the project? If so, what are they and how can they be mitigated?

**2. Project impact is maximized for cost.**

Consideration will be given to the cost per direct beneficiary.

Questions that may be asked of Advocates:

* How did you decide who is to be a direct beneficiary?
* Can you share with us the calculation of cost per direct beneficiary?
* Did you use the cost of the entire project or just the contribution requested of Seattle #4?

**3 Project impact is maximized for value.**

The degree of value of the outcome to the beneficiaries (saving lives, significantly improving health, providing income, etc.).

Questions that may be asked of Advocates:

* Please define for us the outcome category for this project (saving lives, improving health, improving education, increasing income, promoting equality, promoting peace, etc.).
* How did you come to that conclusion?
* How are you going to measure whether you accomplish what you are setting out to do?

**4. Project participation, oversight and accountability**

* Active involvement of host country Rotary Club in project initiation is a general requirement. A commitment letter specifying their role(s) including financial support and oversight will result in higher evaluation score.
* For projects that are too far from the closest Rotary club for effective oversight or in countries without Rotary Clubs (e.g. P.R. China, Vietnam, some Middle Eastern countries) an acceptable substitute is an NGO that (1) is operating in the project area; (2) has made an advance commitment to the project, and (3) has a documented track record of support and oversight for similar projects. Recent Rotary experience with the implementing NGO’s local leadership, while not required, would be a plus.

Questions that may be asked of Advocates:

* Which Rotary Club in the host country is supporting this project?
* How will they support it?
* If there is no letter from them, when can you obtain one?
* If there is no Rotary club “in the vicinity,” how far is the nearest host country Rotary Club? Have they been approached for support at all?
* In that case, what is the experience of the local NGO that will be collaborating on the project? Have they any experience in working with Rotary Projects? What is their commitment?
* If there is no Rotary Club in the country, what is the experience of the local NGO that will be collaborating on the project? Have they any experience in working with Rotary Projects? What is their commitment?

**5. Funding the project plays a catalytic role its implementation**

* A catalytic role of SRSF funds in launching the proposed project scores higher than a supporting role in a larger effort that does not depend on them. Basically, where Seattle #4’s contribution represents a relatively small portion of a much larger budget in a project led by another club, the score for this category will be lower. For example, Seattle #4 was the lead club in the Zambia Malaria projects. Without our participation, the projects would not have gone ahead.

Questions that may be asked of Advocates:

* What will happen to the project if we cannot fund it?

**6. Funding leverage and project impact through partnerships**

* Funding that leverages Seattle #4 funds through contributions from other District 5030 clubs, local Rotary Clubs and other partners and from matching District and RI grants will receive higher scores.
* Funding leverage outside Rotary that adds scale, sustainability, expertise, and community trust, to the proposed project are encouraged. Partners may include universities, foundations, NGOs, government agencies and private companies. Project proposers are encouraged to obtain outside sources of funding to increase leverage.
* Caution will be exercised in evaluating this criterion inasmuch as we are allowed to have only six (6) Global Grants active at any one time.

Questions that may be asked of Advocates:

* How do you plan to raise the additional funds required for this project?
* Have any commitments been made by other Rotary Clubs for this project?
* Have you completed your District Grant application? (if relevant)
* Are you familiar with R.I.’s Global Grant process? (if relevant)
* Are there any non-Rotary contributors committed/anticipated?

**7. Members of Seattle 4 are involved in the implementation of the project**

This is a measure of the intensity and degree of Advocate’s and Seattle #4’s project involvement. Where the Seattle 4 advocate is actively participating in the project, writing the grant request, and helping organize the work, a full 5 points will be awarded. Travelling to the site is helpful but not required.

Questions that may be asked of Advocates:

* How are you going to be involved in the project?
* Will you be traveling to participate in and/or inspect the results?
* Are any other Seattle #4 Rotarians involved? If so, will they be traveling?
* If no Seattle #4 member is going to be involved in the project, how are we going to receive reliable information about it as it progresses?

|  |
| --- |
| FoundationLogo.jpg**2019-2020** |
| **PROJECT REPORT FORM** |
| **☐Progress Report ☐Final Report** |

*To be completed by project advocate or committee chair and submitted to SRSF no later than* ***April 20, 2019****. If your project will start and finish after April 20, 2019, please submits this report as soon after as possible.*

***CLICK ON THE UNDERSCORE TO BEGIN TYPING***

**C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE14\Lines\BD10290_.gif**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project:** | | | |
| **Date:** | **Committee Name:** | | |
| **Project Advocate:** | |  | **Email:** |

**This project is a: ☐single-year project ☐multi-year project ☐carry-forward project**

**C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE14\Lines\BD10290_.gif**

**Total amount approved for this project** (or amount of carry-over requested): **$**

**Project Description:**

**Project Accomplishments:** (e.g. #served, # of Rotarians involved, and long-term benefits, needs met, leverage, etc.)

**Partners—Rotary Clubs, NGOs (if applicable):**

**C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE14\Lines\BD10290_.gif**

**Expense Details: Please show how funds were spent and provide detail. Requests to carry funds forward must include a detailed report of funds expended to date and timeline for future expenditures (if known).**

|  |  |
| --- | --- |
| **Detailed Expense Budget** | **AMOUNT** |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**⮚⮚⮚*If a Final Report, attach 1 or more photos from the project in jpg format*⮘⮘⮘**